



PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND

*Department of Permits and Inspections*

30 North Market Street • Frederick, Maryland 21701

Phone (301) 600-2313 • Fax (301) 600-2309

## Walk-Through Permit Process

*Updated July 1, 2010*

**Applications accepted Monday – Friday between 8:00 A.M. and 3:00 P.M.**

### **Purpose**

Frederick County offers a walk-through plan review and permitting process for certain types of residential and non-residential applications. The intent of this process is that applicants will be able to obtain a particular type of permit during a single visit in a timely manner. Projects that are more complex and those that are not in the eligible projects list, require more time to process than is feasible during a single “while you wait” visit. The walk-through process is available to anyone whose project meets the established criteria.

### **Eligible Project Types**

**Note:** All walk-through projects *must* be located on a property that is served by Frederick County Water and Sewer and *cannot* be located within an incorporated town.

#### **RESIDENTIAL PROJECTS**

- Single-level deck
- Basement finish (no kitchen involved)
- Shed, gazebo, or other accessory structure (Sheds under 150 square feet do not require a building permit).
- Covered or Screened Porch
- Alteration not involving a load bearing wall
- One story additions with truss roof
- Pavilion or Carport
- Swimming pool or hot tub (with electrical and plumbing permits at same time)
- Minor fire damage repair
- One story garage
- Fireplace or woodstove
- Retaining wall with engineered plans sealed by a professional engineer (P.E.)
- Handicap Ramp

#### **NON-RESIDENTIAL PROJECTS**

- New tenant occupancy that does not change the use of the space, does not involve any alteration work to space, and does not require any additional zoning or site plan approval.
- Other projects on a case-by-case basis, such as tenant fit outs with minor construction, as determined by the Department of Permits & Inspections Plan Review Staff.

## **Walk-Through Process**

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1. **Application:** A Permit Specialist will review the permit application, process the permit data, calculate and collect fees, and issue the “walk-through” paperwork to the applicant.
2. **Zoning Review:** Applicant will proceed to the Zoning Planner to obtain zoning approval (If zoning violations are identified or additional zoning or site plan approvals are required, the application may be disqualified as an eligible walk-through project, unless conditions of approval can be noted on the plans).
3. **Plan Review:** A Plan Reviewer will review the submitted plans to evaluate code compliance. If plan revisions are not significant, the plans will be released with appropriate conditions of approval noted on the plans. Significant violations or incomplete plans will require the application to be processed in a non- walk-through process.
4. **Issuance:** Upon completion of the reviews, the plans and permit documents are processed by the Permits staff, who then releases the approved permit to the Applicant.

## **How to Apply**

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### **When are Walk-Through Permit Applications accepted?**

All applications must be made in person on a first come, first served basis, Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m., excluding holidays. Appointments are not accepted. To best serve the needs of all our customers, there is a limit of three permits, per applicant, per day.

### **Where are applications accepted?**

Department of Permits and Inspections, 30 North Market Street, Frederick, Maryland 21701. See the Frederick County website for directions: <http://www.FrederickCountyMD.gov/permit>. The main department telephone number is 301-600-2313.

Also available on the website are application worksheets, fee schedules, and more. From the Frederick County homepage address above, go to “County Departments” and click on “Permitting and Development Review”.

### **Who may apply for the permit?**

The property owner, licensed contractor, design professional, or the owner’s agent. An owner’s agent other than a licensed contractor or design professional must submit a notarized affidavit from the property owner authorizing him or her to apply for the building permit. Non-Residential permits may be applied for by the tenant or tenant’s agent when accompanied by a notarized letter of permission from the property owner.

## **Submittal Requirements:**

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### **RESIDENTIAL PROJECTS**

1. Completed worksheet application.
2. Two complete sets of construction plans drawn to scale (one will be returned to you after review).
3. Two copies of plot plan. Plot plans are required unless the permit is for interior work only. Acceptable plot plans contain the following:
  - a. Entire property, showing all property line dimensions.
  - b. Existing dwelling, any other existing structures, and location of proposed structure. *All dimensions of proposed structure must be clearly indicated, and any steps to grade must be shown.*
  - c. Setbacks from the four corners of proposed structure to property lines in each direction. Name of road clearly labeled.

### **Additional Requirements for Swimming Pools, Hot Tubs and Spas include:**

- Plumbing permit for back siphonage device. This device is a requirement of the Frederick County Plumbing Code and is for the hose bib closest to the pool, hot tub, or spa. The property owner may apply for the permit if installing the device. A homeowner plumbing test is not required. A Frederick County licensed plumber may also apply.
- Electrical permit for motor, lights, and bonding. Permit may be applied for by an electrician licensed by Frederick County, or a homeowner may apply after passing a homeowner electrical test.
- Grading permit must be completed for *in-ground pools*.

### **NON-RESIDENTIAL PROJECTS**

1. Completed worksheet application
2. Two complete sets of construction plans, drawn to scale. Construction plan must show entire tenant space with all rooms labeled with dimensions, use of rooms, windows and doors. A building key plan showing adjacent tenant spaces, addresses and/or suite numbers for all tenant spaces is required.
3. A notarized letter of permission from the property owner. Letter must state the name of the tenant that the owner is giving permission to, exact address including suite number, and permitted use of property. Letter must have the signature of the property owner notarized to be accepted.

### **Additional Notes**

Approved construction plans must be maintained and available to the County Inspectors on the jobsite.

Any change from the plan or to the permit will require approval by the Inspector and may require a permit revision or a new permit.

**Walk-Through Permit Fees**

Payment is made at time of submittal. Payment can be made with one check made payable to "Frederick County" for the combined fee categories listed for type of construction.

**RESIDENTIAL PERMITS****Addition**

Automation Fee	\$ 10.00
Filing Fee	\$ 28.00
Zoning Fee	\$ 52.00
Building Fee	\$219.00 + \$0.21/SF

**Deck, Screened or Covered Porch**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$ 82.00 500 SF or Less \$ 105.00 More than 500 SF

**Shed, Gazebo, Carport, Pavilion**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$105.00 399 SF or less \$164.00 400 SF or more
(Detached accessory structure 150SF or less requires no permit)	

**Above-Ground Swimming Pool or Hot Tub**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$ 55.00
Plumbing fee	\$ 55.00
Electrical fee	\$ 55.00

**Retaining Wall**

Automation Fee	\$ 10.00
Filing Fee	\$ 28.00
Building Fee	\$ 82.00
Zoning Fee	\$ 50.00

**In-Ground Swimming Pool**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$164.00
Grading fees	\$144.00 (\$89.00 Minor Grading Permit fee + \$60.00 Soil Conservation fee)
Plumbing fee	\$ 55.00
Electrical fee	\$164.00

**Garage**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$164.00 Plus \$0.21/SF

**Basement Finish or Other Alteration**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$ 82.00 Plus \$0.21/SF

**Fireplace, Handicap Ramp Minor Fire Damage Repair (Single Visit)**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Building fee	\$ 55.00

**NON-RESIDENTIAL PROJECTS****All Non-Residential Walk Through Permits**

Automation Fee	\$ 10.00
Filing fee	\$ 28.00
Zoning fee	\$ 52.00
Building fee	\$ .21 per square foot, minimum \$ 55.00
Fire Fee	\$ .12 per square foot, minimum \$114.00